

STATE OF HAWAII
Accounting Manual

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SECTION 808: REGISTER OF WORKMEN'S COMPENSATION DISABILITY PAYMENTS

Purpose:

This report (Report No. PRA056) serves two purposes:

1. Provides the departments with information about workmen's compensation disability payments during the current payroll period.
2. Used as a change schedule to enter the workmen's compensation disability payments into the payroll system for the following payroll period. Initial payment of workmen's compensation must be processed through this register.

Frequency:

Generated during the correction cycle, three work days before pay day.

Distribution:

Two copies to each department.

Organization of Report:

This report consists of two sections:

1. The Detail Section, which provides information about workmen's compensation disability payments during the current payroll period for a department.
2. The Total Summary Section, which reflects the total of workmen's compensation disability payments paid to all state employees for the current period.

The sequence of the report is:

1. Payroll number (skips to a new page when payroll number changes).
2. Employee name.
3. Position number.

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Change Schedule Rules:

1. The change schedule must be submitted to Central Payroll by 4:30 p.m. on the 5th working day before pay day.
2. Sick or vacation pay must be a supplement to workmen's compensation disability payment in order to be paid through this change schedule register.
 - a. The only occasion when sick or vacation pay may be processed through this register is when it supplements workmen's compensation disability payment. Any public employee with sick leave and/or vacation leave credits who receives workmen's compensation is entitled to be paid an additional amount (charged to sick leave and/or vacation leave credits) which would bring his total payment to a sum equal to his salary.
 - b. When sick leave credits have been used up, the employee may, in writing, request payment charged to vacation leave credits of an amount equal to his regular salary in addition to the pay received for workmen's compensation.
 - c. This register is not the only means by which the supplemental sick or vacation pay may be processed. If no sick or vacation pay was reported via this register (in other words, only workmen's compensation was reported in this register), the computer will deduct from the employee's gross salary the amount attributed to workmen's compensation and automatically pay the difference so that the employee receives a sum equal to his salary. The workmen's compensation payment and the salary are paid on the same WARRANT.
 - d. The advantages of using this register to report both workmen's compensation and the supplemental sick or vacation pay are:
 - 1) The total transaction is summarized on one page of the REGISTER OF WORKMEN'S COMPENSATION DISABILITY PAYMENTS. The presence of the regular pay code (B), sick code (Y), or vacation code (V) on the register will prevent the system from automatically paying the difference as salary. In other words, the register becomes the document for initiating workmen's compensation, sick pay, or regular pay.

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Change Schedule Rules (cont'd.):

- 2) The regular pay, sick, or vacation codes will indicate whether the employee's regular pay, sick leave, or vacation credits are to be charged with the payment difference. Sick leave or vacation credits for employee's are not monitored by the payroll system; it must be manually recorded.

Change Schedule Procedure:

1. Line out payroll period ending date (Item ②) and enter the appropriate payroll period ending date.
2. The printed transactions are adjusted according to the following:
 - a. To continue payment for an employee established on the prior period's CHANGES TO REGISTER OF WORKMEN'S COMPENSATION DISABILITY PAYMENTS, line out whatever information that needs to be changed (if any) and enter beside it the correct data.
 - b. To terminate workmen's compensation payment for an employee established on the prior period's CHANGES TO REGISTER OF WORKMEN'S COMPENSATION DISABILITY PAYMENTS, line out completely all line transactions applicable to the employee.
 - c. To pay workmen's compensation payment for an employee not established on the prior period's CHANGES TO REGISTER OF WORKMEN'S COMPENSATION DISABILITY PAYMENTS, enter the payment transaction in its entirety. Be sure all data is entered in the appropriate column.
3. Line out the total amount (Item ⑱) and enter the correct total resulting from changes, deletions, and insertions to the CHANGES TO REGISTER OF WORKMEN'S COMPENSATION DISABILITY PAYMENTS after the last line transaction. Be sure to draw a line between the amount and the corrected total amount to identify the latter amount.
4. Be sure authorized signature and date of signature are entered (Item ⑲).
5. Forward to Central Payroll, DAGS.

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ITEM NO.	DATA	DATA DESCRIPTION
	<u>DETAIL SECTION</u>	
1		The payroll number, title, and Report No.
2	FOR PAYROLL PERIOD ENDING	The payroll period affected by this report.
3	DATE	The date the report was generated.
4	SS-NO	The social security number of the employee.
5	POS-NO	The assigned number of the position occupied by the employee.
6	WARR DIST	The area or location code to which WARRANTS and/or EMPLOYEE'S EARNINGS, DEDUCTIONS, AND LEAVE STATEMENTS are to be distributed.
7	NAME	The name of the employee. When making any insertion or changes, the name sequence must be last name, first name, and middle initial. The comma must only appear after the last name.
	<u>UNIFORM ACCOUNTING CODE</u>	
8	F	The fund designation to be charged for the payment.
9	SYM	The three digit appropriation account code for the payment.
10	D	The department alpha code of the appropriation.
11	SUB	The departmental subdivision code of the employee.

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ITEM NO.	DATA	DATA DESCRIPTION										
(12)	OBJ.	The object of expenditure code. 1. For payment codes B (regular salary), Y (sick), and V (vacation pay), enter the payroll object code of the employee. 2. For payment code W (workmen's compensation payment), enter workmen's compensation code 5230.										
(13)	FUNC	The departmental function code of the employee.										
(14)	LOC	The departmental location code of the employee.										
(15)	PROJ	The departmental project code of the employee.										
(16)	PAYMENT CODE	The code identifying the reason for payment. See Change Schedule Rules #2 for appropriate use of each code. <table><thead><tr><th><u>CODE</u></th><th><u>DESCRIPTION</u></th></tr></thead><tbody><tr><td>Y</td><td>Sick pay.</td></tr><tr><td>V</td><td>Vacation pay.</td></tr><tr><td>W</td><td>Workmen's compensation disability payment.</td></tr><tr><td>B</td><td>Regular salary.</td></tr></tbody></table>	<u>CODE</u>	<u>DESCRIPTION</u>	Y	Sick pay.	V	Vacation pay.	W	Workmen's compensation disability payment.	B	Regular salary.
<u>CODE</u>	<u>DESCRIPTION</u>											
Y	Sick pay.											
V	Vacation pay.											
W	Workmen's compensation disability payment.											
B	Regular salary.											
(17)	PAYMENT AMOUNT	The amount paid to the employee.										
(18)		The total amount of Workmen's Compensation paid by the State for a payroll number.										
(19)	DATE: / / AUTHORIZED SIGNATURE:	The date signed and the signature of the authorized representative of the department.										

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SECTION 808: REGISTER OF WORKMEN'S COMPENSATION DISABILITY PAYMENTS

ITEM NO.	DATA	DATA DESCRIPTION
1	<u>TOTAL SUMMARY SECTION</u> FINAL TOTAL FOR WORKMEN'S COMP	The total amount of workmen's compensation paid by the State through the payroll system for the payroll period.

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(Detail Section)

I CERTIFY THAT THE WITHIN WORKMENS COMPENSATION
PAYMENT, WITH CHANGES AND ADJUSTMENTS AS NOTED,
REPRESENTS A TRUE AND LEGAL WORKMENS COMPENSATION
OF THE DEPARTMENT FOR THE PAY PERIOD ENDING 06/15/71

DATE: / / (19)

AUTHORIZED
SIGNATURE:

PAYMENT CODES:	
Y	SICK PAY
V	VACATION PAY
W	WORKMENS COMPENSATION PAYMENT
B	REGULAR PAY

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EXHIBIT B: SAMPLE FORM KEYED TO EXPLANATION OF REPORT NO. PRA056
REGISTER OF WORKMEN'S COMPENSATION DISABILITY PAYMENTS
(Total Summary Section)

STATE OF HAWAII									
REGISTER OF WORKMENS COMPENSATION DISABILITY PAYMENTS									
FOR PAYROLL PERIOD ENDING 05/28/71									
REPORT NO. PRA056						MAY 28, 1971		PAGE 003	
SS-NO	POS-NO	WARR DIST	NAME	UNIFORM ACCOUNTING CODE F-SYM-D SUB OBJ. FUNC LOC PROJ	PAYMENT CODE	AMOUNT			
FINAL TOTALS FOR WORKMENS COMP						①	1,592.62**		

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